Hello and welcome to the tracking mining plans and notices demonstration.

My name is Rick Celbock; I'm the data administrator at the BLM Arizona state office. I've been instructing at the National Training Center for over a decade now, teaching about the LR2000 system; including annual segments at both the basic lands and realty and adjudication fundamentals courses. I'm also an instructor for BLM's data management for data stewards course.

And my name is Emma Green; I am a land and resources information systems specialist at the Idaho state office and I teach LR2000 classes throughout the bureau. I have worked at the Idaho state office since 1976 and been involved in the automated lands records project since its inception.

This lesson will demonstrate how to enter action codes and document numbers for mining plans and notices so reports will be accurate for the Washington office; now let's begin.

Anyone intending to develop mineral resources on the public lands must submit a mining plan of operations for disturbance of 5 acres or more. For disturbances less than 5 acres, a mining notice is required. 43CFR3809 covers the regulations pertaining to mining plans and notices. In fiscal year 2005, congress mandated that a tracking system be developed to determine the time it takes for the bureau to process plans and notices. New action codes, edits and reports

were developed to track the length of time for various actions from start to finish. This lesson will demonstrate how to use the new action codes and the document number field so that time lines can be tracked and reported by the Washington office. We will also review a couple of LR2000 reports; the CR Duration of Plans Report and the CR Bond Review Fiscal Report.

First we'll discuss Washington office instruction memorandum 2005-126 and the changes it made to the data standards for entering mining plans of operations into LR2000. We will then demonstrate the action codes used for establishing timelines and proper use of the document number field. We will also discuss the system edits that must be satisfied prior to authorizing a mining plan or notice. We'll review the CR Duration of Plans report and the accompanying error report and finally we will review the CR Bond Review Fiscal Report; so let's get started and let's discuss how to establish timelines.

Let's briefly discuss the fields of the action detail screen. The action detail screen contains fields for action date, action code, document number, action remarks and pending organization code. At this time, the document number field is only used for mining plans of operation. As previously mentioned, the BLM developed a tracking system to help determine the time it takes the agency to process mining plans of operation. This tracking system consists of sets of action codes that begin and end timelines so the elapsed time can be calculated on the CR Duration of Plans Report. Washington office instruction memorandum

2005-126 provides guidance and direction for changes to the 3809 data

standards for mining plans of operation.

Action code 421 starts the clock for the plan approval timeline. When the plan is

approved rejected or withdrawn, the appropriate action code 422, 423 or 424 is

entered and the clock is stopped for the approval process. This set of action

codes is used just once on a case therefore nothing is required in the document

number field. After the initial plan is filed and approved; the operations are

authorized. Any changes are recorded as plan modifications. When a

modification to the mining plan is filed with the BLM; action code 342 is entered

to start to the clock for a new time line. Action code 343 is entered when the

modification is approved or action code 363 is entered when the modification is

rejected or withdrawn. This stops the clock.

Mining plans use action codes that are more definitive to the type of NEPA

documents than action code 004 and 005, NEPA analysis initiated and approved,

which are used in the lands program. Again the code used when the NEPA

document is initiated starts the clock. When the NEPA action is completed, enter

the appropriate code to stop the clock. The BLM does not approve notices;

therefore notices do not require environmental reviews under NEPA. The same

process is used to start and stop the clock if an appeal is filed. The appeal may

be withdrawn or dismissed or the decision could be remanded or affirmed to stop

the clock. Action code 376 – bond filed starts the clock and action code 410 or 909 stops the clock.

Now we will talk about using the document number field. It is imperative that the document number field is used consistently to insure accurate results for the Duration of Plans Report that is monitored by the Washing office program leads. This report is used to calculate the time it takes from the time an action is initiated until it is completed. Use the document number field to pair the beginning action codes with the ending action codes to establish a timeline. For each new set of codes, populate the document number field with the next available sequential number. For bond codes the document number must be an alphabetical character. Notices don't require tracking so the document number field is not used.

Here is an example of how to use the document number field. Remember because action codes 421 and 422 are used only once on a case, there is no need for a document number. The example is there were 2 environmental impact statements recorded using action code 003 - EIS initiated and 009 - EIS approved. The first set contained the number 1 in each number field and the second set has a number 2 entered in each number field. The second set of codes to be paired is 342 and 343; mine plan modification received and approved. Since this is the first modification filed, they will each have a 1 in the number field. Finally we note that there are bond action codes 376 – bond filed

and 909 – bond accepted. That set of codes has the letter A in the document field rather than a number to tie them together. Remember the document number field for all time lines, except bonds, are numeric. Bond document numbers are alpha characters.

Another major change per Washington office IM 2005-126 are system edits that have been built into case recordation for these case types that will allow action code 915 – operations authorized to be entered only after certain codes have been entered on the case. For notices; action codes 909 – bond accepted and 460 – bond amount obligated must be entered before action code 915 – operations authorized. For plans; action codes 909, 460 and actions code 422 – plan of operations, explorations or development approved, must be entered before action code 915 can be entered. Action code 915 can only be used once on a case. Now that we've talked about the changes per the Washington office IM 2005-126; let's talk about the Duration of Plans Report.

The Duration of Plans Report shows the time elapsed for processing the plan. This information is derived from the action dates, codes and document number field we just reviewed. There are many reasons for actions to show up on an error report. The next three screens will show some of these errors. This section shows a list of serial numbers of cases that do not contain action code 421 – plans of operation, exploration and development filed. Some other examples of errors are first there are two action code 421s on 2 of the cases and then a

message shows that there are two action code 915s on a case. There is also a problem with the action dates on a case.

Now that we've discussed the duration of plans report and its accompanying error report; let's talk about the Bond Review Report. Washing office instruction memorandum 2006-172 supersedes Washington Office 2005-126 in that it addresses surface management data standards for both mining plans and notices. It also provides guidance on the generation of the CR Bond Review Report. This report was developed to comply with the general accounting office's recommendations addressing the BLM's hard rock mining bonding program. Data standards for 3802 / 3809 plans and 3809 notices were modified and new action codes created to generate the bond review report. At the end of each fiscal year; the BLM state directors use the bond report to certify to the BLM director that reclamation cost estimates have been reviewed within regulatory and policy time frames and are adequate to cover the cost of reclamation. To keep LR2000 record and the bond review report current, all data must be routinely entered within 5 business days of each action having taken place. Reclamation cost estimates and financial guarantees for plans of operations must be reviewed at least every 3 years. Where the financial guarantee is for a part of the operation; the BLM must review the amount in terms of the financial guarantee annually. Reclamation cost estimates and financial guarantees for notice level operations must be reviewed every two years at time of extension.

The review for a modified notice does not substitute for the required 2 year review for a notice.

Remember, at the end of each fiscal year, the BLM state directors use the Bond Review Report to certify to the BLM director that reclamation cost estimates have been reviewed within regulatory and policy time frames and are adequate to cover the cost of reclamation. When the plan has been reviewed, populate the action detail screen with a date of the review and action code 022 – reclamation cost determined. Action remark will contain the dollar amount beginning with a dollar sign and ending with a semicolon, followed immediately after with a time review period such as 2yrr, which stands for 2 year review; no spaces are allowed. If this format is not followed then the entry will show on the error report and will not count on the bond review report. Use of the year yrr portion of the field sets or resets the policy time review period. Do not follow the semicolon with a year review period if the total reclamation cost estimate was not reviewed. Here is an example of what the data entry screen should look like; note the format for action remarks.

Action code 300 – bond filed is used to populate the required bond amount column. Action code 460 is used to populate the bond amount obligated column and action code 022 – reclamation cost determined is used to populate the most recent review column. This report shows errors for action codes 022 reclamation cost determined and 300 bond filed. For example, serial number 85865 on the

error report shows that there is a formatting error for action code 022. The format for action code 022 remarks is a dollar sign followed by the money amount with no commas, ending with a semicolon and the year of review with no spaces. The format for action code 300 remarks is to enter the bond amount required, followed by the semicolon. Now let's go ahead and wrap up this demo.

In conclusion let's review what we've learned. Remember our purpose was to demonstrate how to enter action codes and document numbers to mining plans of operation and mining notice cases according to data standards so that time lines can be tracked and reported. We did this by covering the following topics.

First we discussed changes to data standards for entering mining plans of operations and notices into LR2000. We then demonstrated the action codes used for establishing time lines and proper use of the document number field. We also discussed the system edits that must be satisfied prior to authorizing a mining plan or notice. We reviewed the CR Duration of Plans Report and the accompanying error report and finally we reviewed the CR Bond Review Fiscal Report.

Now that we have reviewed entering action codes and document numbers for mining plans and notices, let me finish by saying; remember that your reports will only be as accurate as the data that has been entered so please use the data standards set forth by the various instruction memoranda. Washing office

instruction memoranda 2005-126 and 2006-172 and their attachments are linked

to this lesson so they can be referenced. Next, Rick Celbock will demonstrate

how to enter wind and solar information on rights-of-way cases.